

North Polk CSD North Polk EA

8/11/2006 8/10/2008

NORTH POLK

COMMUNITY SCHOOL DISTRICT

**2006/2007
AND
2007/2008**

COLLECTIVE BARGAINING AGREEMENT

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ARTICLE 1 RECOGNITION

- A. Unit. The Employer hereby recognizes the North Polk Education Association as the certified exclusive and sole bargaining representative for all personnel as set forth in the PERB certification instrument, Case No. 265, issued by PERB on the 28th day of August, 1975. The unit described in the above certification is as follows:

Certified teaching personnel, full- and part-time who are under contract to the North Polk Schools.

B. Definitions.

1. The term "Employer" as used in this Agreement shall mean the Board of Education of the North Polk Community School District or its duly-authorized representatives.
2. The term "employee" as used in this Agreement shall mean all professional employees represented by the Association as in the bargaining unit as defined and certified by PERB.
3. The term "Association" as used in this Agreement shall mean the North Polk Education Association or its duly-authorized representatives.

ARTICLE 2 DUES DEDUCTION

Any employee in the certified bargaining unit may sign and deliver to the Employer a form authorizing payroll deduction for Association dues only. The form authorizing the payroll deduction shall be designed and distributed by the Employer.

Pursuant to the deduction authorization, the Employer will deduct an equal portion of the annual dues from each of the first ten (10) regular salary checks of the employee. Dues authorization cards must be received by the Employer not later than the tenth workday of the school year. Newly hired employees who begin dues deduction after September shall have their dues prorated on the basis of the remaining months of employment.

Employees may terminate dues deduction on thirty (30) days' notification to the Employer and the Association of such dues termination. The Association agrees to indemnify and hold harmless the School District, the Board, each individual Board member, and all administrators against any and all claims, suits, court costs, and other forms of liability arising out of the provisions of this Agreement for dues deduction.

ARTICLE 3
DURATION

- A. This Agreement shall remain in full force and effect from August 11, 2006, until Midnight, August 10, 2008.
- B. Either party may give written notice to the other party to terminate or modify this Agreement not less than one hundred eighty (180) calendar days prior to the District's certification date as established by the Code of Iowa and appropriate for the year beginning August 11, 2006. If no such notice is given, this Agreement in its entirety shall remain in effect.
- C. All benefits under this Agreement will commence when employees report for work for the school year 2006/2007. Employees reporting before August 12 for the 2006/2007 school year shall be covered by this Agreement.
- D. One (1) final copy of this Agreement shall be printed by the Employer and presented to the Association within thirty (30) days after the Agreement is signed. The Association will be responsible for providing copies to its members.
- E. In witness thereof, the parties hereto have caused this Agreement to be signed by their respective Chief Negotiators and their signatures placed thereon, all on the 15th day of June, 2006.

NORTH POLK EDUCATION ASSOCIATION

NORTH POLK COMMUNITY SCHOOL
DISTRICT BOARD OF EDUCATION

By Martha Sheldahl
President

By [Signature]
President

By [Signature]
Negotiations Team Member

By Ann R. Curphey
Chief Negotiator

ARTICLE 4
HOURS, HOLIDAYS, VACATION

- A. The regular school day shall not exceed eight (8) hours. Hours shall be 8:00 AM to 4:00 PM unless otherwise mutually agreed between the Association and the District. The regular school day will include a paid twenty (20) minute duty-free lunch period an average of four (4) times a week, except in cases of emergencies, for secondary teachers and a paid duty-free twenty (20) minute lunch period five (5) times a week, except in cases of emergency, for elementary teachers.
- B. On Fridays and days preceding holidays or vacations, the employees' day shall end after students have left the buildings and boarded buses.
- C. Between student dismissal time and the end of the employees' workday, employees will be available for student and/or parent consultations, supervision and preparation of lessons and other teaching duties. Exceptions will be when an early departure has been requested and approved.
- D. Employees may be required to remain after the end of the school day to attend faculty meetings. Such meetings shall begin not later than fifteen (15) minutes after dismissal of students and shall run not longer than one (1) hour. Normally, there should be no more than ten (10) faculty meetings in the school year, but additional meetings may be called on an emergency basis.
- E. It is recognized that supplemental activities for which supplemental pay is given may be scheduled inside or outside the normal workday. The percentages of compensation for supplemental duties reflect the amount of time required outside of the normal workday. If parent-teacher conferences are scheduled at night, compensatory time for employees involved will be provided. Employees are expected to attend back-to-school night.
- F. In the regular school day, each high school and junior high teacher shall have break time equivalent to one (1) teaching period and each elementary teacher shall have break time equivalent to one (1) special period, except in cases of emergency or scheduling difficulties.
- G. Holidays shall be Labor Day, Thanksgiving Day, Christmas Day, New Year's Day and Memorial Day (if school is in session). Vacation days shall be Friday after Thanksgiving and a minimum of six (6) days at Christmas time. All holidays and vacations shall be unpaid.
- H. The in-school work year for employees employed for the regular school year shall be one hundred eighty-nine (189) days long, with one hundred eighty (180) of those days as classroom teaching days. Teachers new to the District shall, in addition, attend one (1) day of orientation, bringing their work year to one hundred ninety (190) days.
- I. Employee attendance shall not be required whenever student attendance is not required due to inclement weather.

ARTICLE 5 SICK LEAVE

- A. Sick leave shall be available on the following schedule:
 - First year of employment – thirteen (13) days
 - Second year of employment – fourteen (14) days
 - Third year of employment and thereafter - fifteen (15) days
- B. Unused portions of sick leave shall accumulate to a total of one hundred thirty (130) days.
- C. The minimum unit of sick leave usage is a half day.
- D. Employees may check with the Employer's business office to determine the current status of their sick leave accumulation.
- E. Up to five (5) days of the employee's annual sick leave may be used for the care of a member of the employee's immediate family (dependent children, spouse, parents, including in-laws).

ARTICLE 6 PAID LEAVES

- A. Jury Duty. Any employee called by a state or federal court for jury duty or subpoenaed to appear during school hours, who is required to appear, shall be allowed to fulfill such obligation with full pay.
- B. Personal/Business Leave. Employees shall be granted up to two (2) days off per year, accumulated to a total of five (5). Except in emergencies, requests for leave of one or two consecutive days shall be made in writing three (3) days in advance of the leave. If written notice cannot be given three (3) days prior to the requested leave date, the employee shall be required to make formal application for approval as soon as possible or upon the day of return from such leave. Personal leave for three or more consecutive days shall require thirty (30) calendar days advance notice.

Normally, personal leave will not be approved during pre-school staff development or the first or last five student contact days of the school year except in emergencies as approved by the board.

- C. Emergency Leave. In case of illness or injury, requiring hospitalization or outpatient surgery, of the employee's family (spouse, employee's child, father, mother, brother, sister, foster child or dependent child living in the home, grandchildren, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law), the employee will be granted permission to be absent from work with pay, not to exceed three (3) days annually. In unusual circumstances of emergencies, additional emergency days may be granted at the sole discretion of the administration.

ARTICLE 6
PAID LEAVES, CONTINUED

- D. Bereavement Leave. Up to five (5) days of leave per death (limited to ten (10) days for multiple deaths resulting from a single occurrence) at any one time will be granted on request in the event of death of an employee's spouse, child, stepchild, parent, stepparent, brother, sister, mother-in-law, father-in-law or grandchildren. Up to two (2) days may be granted to attend the funeral of other relatives and up to one (1) day to attend the funeral of a person of unusually close relationship. Requests for this leave shall be recorded in writing and the granting of the leave will be made in writing.
- E. Professional Leave. Each employee may be allowed time for short term professional leave. Such a request shall be made in writing to the principal at least five (5) school days in advance of the absence. If the leave is approved, reimbursement for actual expenses for registration fees, mileage, meals and lodging will be made, unless the Employer agrees in advance with the employee that the employee will pay his/her own expenses. However, in these circumstances, the employee would not be expected to lose wages or pay a substitute.
- F. Association Leave. Up to eight (8) days shall be available to representatives of the Association to attend conferences or conventions of the state and national organizations. The Employer shall pay the substitute teacher for the first four (4) days of Association leave used during the year. The Association shall pay the substitute for days five (5) through eight (8) as they are used.
- G. No more than two (2) people will receive personal/business, professional, or Association leave on any given day without prior administrative approval.

LEAVES WITHOUT PAY

- A. Unpaid leaves shall not be granted for recreational purposes, vacation, or for any other purpose not provided for in this Article.
- B. Religious Leave. Any employee whose religious affiliation requires observance of holidays or other religious occasions other than those scheduled on the school calendar may be excused by the principal, provided that he/she applies for such holiday at least five (5) days in advance.
- C. Family Illness, Infant Care. A leave of absence without pay for up to one (1) year may be granted for caring for a sick or injured member of the employee's immediate family or for caring for an infant in the first year following birth.
- D. Educational Improvement. A leave of absence without pay may be granted for one (1) year for the purpose of engaging in study toward a Master's degree. A leave without pay may be granted by the administration for up to two (2) years for study toward a Doctoral degree. This leave must be for educational advancement in an educational field.

ARTICLE 6
PAID LEAVES, CONTINUED

- E. Public Official and Association Leave. A leave of absence without pay for up to two (2) years may be granted for the purpose of serving in a public office or as an officer or on the staff of the Association.
- F. Procedures on Extended Leaves Without Pay. The employee must apply formally in writing, stating reasons, and the Employer must respond in writing. During extended leaves without pay, the employee's seniority, interest in the retirement funds, accumulated sick leave and placement on the salary schedule shall be frozen.

At the conclusion of the extended leave, the employee will resume the same position as was held before the leave unless a change of assignment is necessary because of budgetary considerations, reduction in educational areas, or change in emphasis. If there is another position open for which the employee is qualified, the employee may apply for such position.

On his/her return, salary of the employee shall be the salary stated on the salary schedule at the step above the step for which the employee was appointed during his/her last full year of employment with the District. If the employee has qualified educationally for a change in educational lanes, the employee will be placed in a different horizontal lane.

An employee who is granted a leave of absence for a regular school year must indicate an intention to return at the time all other employees sign a contract for the new year.

The parties agree to comply with the provisions of the Family and Medical leave Act.

ARTICLE 7
WAGES

- A. The basic schedule covering all regular full-time employees covered by the Agreement is set forth in Appendix A, which is attached to and incorporated in this Agreement.
- B. Employees on the regular salary schedule shall be granted one (1) increment or vertical step on the schedule for each year of satisfactory service until the maximum for their educational classification has been reached. A year of service consists of employment in the North Polk Community School District for one hundred five (105) consecutive teaching days or more in one school year. An employee working only one full semester during a school year will receive one-half (1/2) increment or vertical step on the schedule for that semester of satisfactory service.

ARTICLE 7
WAGES, CONTINUED

- C. Employees on the regular salary schedule who earn enough semester hours of credit to move from one educational lane to a higher educational lane shall move to the corresponding eligible step on the higher lane. One lane movement per year will be allowed. For an employee to advance from one educational lane to another, he/she must have received the semester hours in the teaching assignment of the employee or in courses required of that employee as a part of his/her university approved advanced degree program, and the approval of the Superintendent must have been obtained prior to the employee's enrollment in the course. Other courses may be taken for advancement on the salary schedule with appropriate rationale and with prior approval of the Superintendent. A minimum of nine (9) hours per lane change must be graduate credit and a maximum of six (6) hours per lane change may be staff development credit. (The six (6) hours of staff development credit may not be used for the M.S. classification.) No courses may count more than once. The Employer will design and supply forms for this approval, which must be received by the Employer by June 1.
- D. The placement on the salary schedule will be at the discretion of the Board based on the applicant's training and the needs of the District, but shall not exceed the applicant's actual teaching experience.
- E. In special situations, it may be necessary for the District to pursue additional recruiting measures, in order to maintain a strong educational program. In such cases, the Interest-based Bargaining Team shall convene to seek and consider alternate solutions to our staffing needs. The Team shall make recommendations to the Board and the North Polk Education Association officers regarding staffing solutions.
- F. Each employee shall be paid on a twelve (12) month basis. Payments shall be in equal installments on the 25th of the month. Prior to the beginning of each school year, an employee may elect to be paid on a ten (10) month basis. The election shall be made on a form provided by the Employer and may not be changed without Employer approval. Employees shall receive their checks at their regular buildings on regular school days. When the pay date falls on a school holiday, vacation or weekend, employees shall receive their paychecks on the last previous working day. Employees who are new to the school system may, at their option, elect to receive up to fifty percent (50%) of the first salary installment after completion of the first ten (10) working days, provided the employee has a valid teaching certificate on file with the District. The balance of the contract salary shall then be prorated over the remaining pay periods. The Employer shall provide each employee with the appropriate forms for this procedure. Before receiving their tenth check, employees must have completed and turned in all their records to the satisfaction of the principal.
- G. Employees who are under contract to perform services on a regular part-time basis shall be entitled to wages for leaves, holidays and vacations on a pro rata basis equal to the normal workday for which they are under contract.
- H. Extended contracts for employees, which may include summer band, counselor, vocational home economics, vocational agriculture and multi-occupations, shall be compensated on the same monthly rate as that of the scheduled salary for the extended portion of the contract. Twenty (20) working days shall be considered as one (1) month.

ARTICLE 8 SUPPLEMENTAL PAY

- A. Extra-curricular activities listed in Appendix B are official school-sponsored activities covered by school insurance. Employees who are contracted to supervise, sponsor or accept responsibility for a designated school extra-curricular activity shall be compensated according to the rate of pay in Appendix B, which is attached hereto and made a part thereof.

Supplemental activities, for which supplemental pay is given, may be inside or outside of the normal workday. Compensation rates reflect that portion of time which is outside the normal workday.

Employees new to supplemental positions will be placed on a B.A. level commensurate with their years of experience in specific coaching areas. Employees presently on the supplemental schedule will not be affected.

- B. Employees who may be requested to use their own automobiles in the performance of their duties and employees who are assigned to more than one (1) school per day shall be reimbursed for all such travel at a rate established by the state of Iowa guidelines for all driving done after arrival at the first location at the beginning of their workday.
- C. Employees who are under contract to perform services on a regular part-time basis shall receive their regular hourly wage, or part thereof, for each hour or part thereof attending in-service meetings which do not fall within their contracted hours for teaching. They are expected to attend orientation meetings the first of the school year without extra compensation.

ARTICLE 9 INSURANCE

- A. The Employer agrees to pay full premium for Health insurance for regular employees and on a pro rata basis for part-time employees. Said plan shall be equal to the specifications of the existing plan.
- B. The Employer agrees to pay one-third (1/3) the cost of Family Plan insurance meeting the above specifications for those regular employees desiring such coverage. In cases where both husband and wife are regular full-time employees covered by this Agreement, the District shall pay the equivalent of the cost of two (2) single coverages plus one third (1/3) of the difference between the two (2) single plans and family coverage, if family coverage is desired.

Employees have the option of paying health insurance premiums on family plans on a "pre-tax" basis (TS-125 plan). The employer will provide forms to enable participation in the plan. This designation shall be made at the beginning of the contract year.

- C. The Employer agrees to pay the cost of Long Term Disability insurance for all regular employees. Said plan shall be, or will have benefits equal to, the policy currently in effect.

ARTICLE 9
INSURANCE, CONTINUED

- D. Each employee shall be covered by Workers Compensation paid for by the Employer. Absence due to injury incurred in the course of the employee's employment shall not be charged against the employee's sick leave days, so long as Workers Compensation payments are being made.
- E. The Employer agrees to pay full premium for each regular full-time employee for dental insurance. Specifications shall be equal to the existing plan. Family coverage shall be available at the employee's expense.
- F. The Employer will provide each eligible regular full-time employee a \$10,000 Term Life Insurance policy.
- G. The Employer agrees to pay full premium for each eligible regular full-time employee for a vision insurance policy. Family coverage shall be available at the employee's expense.
- H. In the event that an employee, absent because of illness or injury, has exhausted sick leave accrual, the above-mentioned benefits shall continue throughout the balance of the school year.
- I. The Employer shall provide each employee a description of insurance coverage provided herein and will provide applications.
- J. Employees on paid leave shall continue to have Employer contributions made according to the levels described above.
- K. The Employer shall have the right at any time to procure the insurance referred to in the foregoing sections from any other reputable insurance company, provided that such insurance will be comparable to the insurance coverage in effect at the time of this Agreement. The Employer will provide a description of such coverage to the Association and the employees.
- L. Part-time employees receive insurance benefits on a pro rata basis.

If a change in carrier is being considered, the Association will be asked for recommendations and information.

The programs shall extend from October, 2006 to October, 2007. Employees new to the District shall be covered by Employer-provided insurance commencing October 1.

ARTICLE 10 EVALUATION PROCEDURES

- A. Within two (2) weeks of the beginning of the school year or evaluation cycle, the appropriate supervisor(s) shall acquaint each employee under his/her supervision with the evaluation procedures and instruments and designate the person(s) who will observe and evaluate the employee's performance. No formal evaluation shall take place until such orientation has been completed. Procedures for both formative (formal and informal observations, etc.) and summative evaluations and a listing of sample documents (lesson plans, discipline plans, parent communications, etc.) to be provided to the appropriate supervisor shall be detailed in the teacher handbook.

- B. All non-probationary employees shall be formally evaluated on a three year rotating cycle. Probationary employees shall be evaluated annually. Additional observations or evaluations may be scheduled as deemed necessary by the appropriate supervisor.

In the employee's evaluation year, a conference will be held between the employee and the appropriate supervisor during the first month of school to plan the evaluation activities which will take place. Formal evaluation for probationary teachers shall consist of the following: One observation of at least three (3) class periods over a particular unit, and at least two single class period observations. Formal evaluation of non-probationary teachers shall consist of at least one formal observation during the employee's evaluation year.

[Probationary – follows state guidelines. Minimum of first three (3) years of teaching and at least the first year in district. Teachers having at least three (3) years of experience will have a minimum of one (1) year probation.]

- C. All employees will have a summative evaluation conference held with the building principal or primary evaluator at the end of the school year or evaluation cycle. Employees will be notified as to the time and date of their summative evaluation conference and shall receive a written copy of their summative evaluation at least two (2) days prior to the conference.

All teachers will have an informal annual end of the year conference with the appropriate supervisor to discuss the year's progress, successes, and concerns as well as goals for the coming year. The sample documents (lesson plans, discipline plans, parent communications, etc.) shall be provided to the appropriate supervisor, as requested, prior to the end of the year informal conference.

- D. Formal observations shall be made with at least three (3) days notice. Prior to or at the beginning of a formal observation, the evaluator shall be provided with the employee's objectives, methods, and materials planned for presentation during the observation.

Observations shall generally be for the purpose of evaluation toward the improvement of professional performance as a means of assuring the most competent educational techniques.

- E. Informal observations may be made without notice at the evaluator's option. A formal observation report may include a summary of, or comments about, informal observations. These written/oral comments may be part of a formal evaluation conference or the basis for a separate conference held specifically for that purpose. Informal observations may be part of the summative evaluation.

ARTICLE 10
EVALUATION PROCEDURES, CONTINUED

- F. A post observation conference shall be held between the employee and evaluator within ten (10) working days following the formal or informal observation to discuss the observation and written evaluation.
- G. At the employee's request, a representative from the Association may be present at any or all evaluation conferences (including formal or informal observation conferences and summative evaluation conferences).
- H. After the written observation or summative evaluation has been discussed, the written form shall be dated and signed by the evaluator and offered to the employee for his or her signature. Each shall have a copy. The employee's signature does not necessarily mean agreement with the evaluation but rather awareness of the content.
- I. When any form or other written memorandum is to be filled out and placed in the employee's personnel file, a copy of the document will be given to the employee within five (5) days after it is completed, with the exception of confidential letters of recommendation and college and university credentials submitted for the purpose of securing employment.
- J. If the employee feels his/her formal or informal observative report or the summative evaluation is inaccurate, he/she, within five (5) working days after the conference referred to in paragraphs C or F or within five (5) working days after receipt of the written evaluation or observation report, may put his/her objections in writing and have them attached to the evaluation report to be placed in his/her personnel file. The file copy of such objections shall be signed and dated by both parties to indicate receipt thereof.
- K. Employees shall have the opportunity to review their personnel files, with the exception of confidential letters of recommendation and college and university credentials submitted for the purpose of securing employment. Such review shall be conducted in the presence of the principal, superintendent, or designee during ordinary office hours and any time when the employee is not required to be on duty. No materials shall be removed from the personnel file by the employee during such review. At the employee's request, a representative of the Association may accompany the employee when the employee reviews his or her file. The employee shall have the right to respond to all materials contained in the employee's personnel file, such response to be dated and signed and attached to the item in question and inserted in the personnel file and a copy to be provided to the principal or immediate supervisor; however, any written employee responses to written formal or informal evaluations shall be made within the time limits set forth in paragraph J.
- L. If any complaints are placed in an employee's personnel file, they shall be called to the employee's attention. The complaint will be dated and signed by the Employer and offered to the employee for his or her signature. The signatures do not necessarily mean agreement with the complaint, but rather awareness of the complaint.

ARTICLE 10
EVALUATION PROCEDURES, CONTINUED

- M. The employee will be notified if information from the personnel files is given to prospective employers.
- N. Employees shall be afforded adequate lead time to remediate concerns identified in formal or informal observations and summative evaluations.
- O. By mutual agreement, supplementary observations may be conducted by other observers.
- P. Employees shall be assured input into the design, implementation and evaluation of the observation and evaluation process through the inclusion of Association representatives on any forum or committee established to evaluate, review or alter this process.

ARTICLE 11
TRANSFER PROCEDURES

- A. A vacancy which creates the opportunity to apply for transfer occurs when the number of positions available in the District exceeds the number of certified and qualified staff members available to teach.
- B. The movement of an employee to a different building, grade level or department within either the elementary or secondary categories shall be considered a transfer.
- C. When school is in session, the Employer will post a notice of vacancy in each building. Interested persons should file a written application with the Superintendent. All applications for transfer must be received within five (5) days of posting. During summer months, notice of vacancy shall be provided to the Association and posted in the administration building. Employees wishing to be kept informed, during the summer months, of specific vacancies within the District for which they are qualified, shall file a written request in the administrative offices of the District prior to the last day of scheduled classes. The request shall be on a form provided by the District. If possible, employees who file such request will be notified by telephone or mail on the date of posting and must report for an interview within seven (7) days from the posting. If notice is mailed to an employee, a copy of the notice will, on the same day, be mailed to the Association. It shall be the responsibility of the Association to advise the Employer in writing of the address to which the Association's copy of the notice will be mailed.

Vacancies which occur during the school year or after August 10 shall be filled at the discretion of the Employer. Such positions may be filled by an appointment which shall not exceed the end of the school year, in which case such positions must be posted as vacancies for the following school year. In the alternative, such positions may be filled by posting of vacancy as provided in this Article. If the position is filled by an employee seeking voluntary transfer, or if no employee applies for the position, no further vacancies need be posted.

ARTICLE 11
TRANSFER PROCEDURES, CONTINUED

- D. If more than one employee has applied for a vacancy, the Employer shall consider educational and experience qualifications, and seniority in the school system, as noted in the Article on Staff Reduction Procedures.
- E. If qualifications are equal, in the judgment of the Employer, a present employee of the District will receive preference over other candidates.
- F. An involuntary transfer shall be made if, in the opinion of the Superintendent, circumstances existing require the transfer of an employee from his/her present building assignment, grade level or department to another.
- G. Notice of an involuntary transfer or reassignment shall be given in writing to employees within thirty (30) days after the decision to transfer is made, unless an emergency exists, in which case an employee will be given notice as soon as the necessity for such change is known.
- H. The Employer, in making an involuntary transfer, shall consider educational and experience qualifications and seniority in making such transfers.
- I. An employee being involuntarily transferred or reassigned shall be placed in a position which does not involve reduction in total compensation, not taking into consideration any payment for extra-curricular activities or extended contracts.
- J. In case of an involuntary transfer, a conference will be held between the Superintendent and employee and, at the employee's option, a representative of the Association. Reasons for the transfer will be given in writing.
- K. Notification of Assignment of Employees. All anticipated changes in subject matter and room assignments for each building for the forthcoming year will be posted in that building before the end of the school year. It is recognized that the school may make such adjustments in class, subject and room assignments as may later become advisable, consistent with the needs to properly staff the educational program and utilize the physical plant of the school. The school will make an effort to consult with the employee or notify the employee of such adjustments.

ARTICLE 12
STAFF REDUCTION PROCEDURES

- A. If, in the judgment of the Employer, a reduction in staff is necessary, the Employer will attempt to accomplish the same by attrition.
- B. If sufficient reduction cannot be achieved through attrition, probationary employees shall be reduced first, if employees remaining in the District are qualified to do the available work. Qualifications in this context shall include educational qualifications, including certification, college hours, degrees, areas of study, experience and ability in teaching in the subject areas needed, co-curricular and extra-curricular requirements of the District and formal evaluations of the employee.
- C. If further reduction is required, layoffs shall be made within the following categories: (1) grades K-6; and (2) grades 7-12. It is the intention of the parties that these categories shall be considered separate units.

ARTICLE 12
STAFF REDUCTION PROCEDURES, CONTINUED

D. In determining which employees are to be reduced, the Employer's decision will be based on the following factors:

1. Seniority - of employee's length of full-time continuous service since the employee's last date of hire. (A probationary employee does not acquire seniority the first three (3) years but is credited with three (3) years seniority at the beginning of the third year. A part-time teacher accrues seniority on a pro rata basis.)
2. Education qualifications, including certification, college hours, degrees and areas of study.
3. Experience and abilities in teaching in the subject areas needed, as determined by the years of service in that subject and by formal evaluations.
4. The District's needs to maintain school programs.

If the latter three factors (items 2, 3 and 4 above) are generally comparable, in the judgment of the Employer, the employee with the greater amount of seniority in the system shall be retained.

E. If staff reduction is being considered, the Employer shall advise the Association and the employees whose positions are being considered for reduction by March 15. Once the decision as to the employee(s) who is (are) to be reduced has been made, the parties shall follow the procedures spelled out in Chapter 279 of the Iowa code. Notification will be made by April 30 or sooner.

F. Recall Rights. Any teacher laid off pursuant to this policy shall have recall rights to any position for which he/she is qualified for two (2) years from effective date of his/her layoff which will be the last date of employment or date of Board action, whichever last occurs, and shall be recalled to available positions in such professional categories in reverse order of layoff. Any teacher re-employed by exercising his/her recall rights shall have restored his/her fringe benefits and placement on the salary schedule accrued at the time of layoff. The Employer shall keep on file a current list of those who have retained such recall rights provided by this policy and shall make the list available to the Association. An employee who is recalled shall, within ten (10) days after the recall notice is mailed, give the Employer written notice of intention to return. The notice of intention to return shall state that the employee will report for work on a specified date not more than fifteen (15) working days after the recall notice is mailed, unless the employee and Employer mutually agree upon another reporting date. Failure to timely give notice of intention to return or to report as scheduled shall result in loss of recall rights. A copy of all recall notices shall be mailed to the Association at the address designated for the mailing of transfer notices.

G. Seniority shall be determined by the total length of full-time service in the District since the last date of hire. If two or more employees began service on the same date, their relative rank shall be determined by the dates on which they signed their written agreement for service to the School District. If two or more employees began service on the same day, their rank shall be determined by lot in the presence of employees involved, the Employer and the Association representatives.

ARTICLE 12
STAFF REDUCTION PROCEDURES, CONTINUED

- H. No one shall be denied seniority on the basis that interim contracts or employment under letters of agreement prevent the accumulation of seniority.
- I. The Employer will maintain a seniority list and make same available to the Association.

ARTICLE 14
HEALTH AND SAFETY PROCEDURES

- A. All employees are required to have a physical examination every three (3) years. An employee taking a required physical exam at a doctor of his/her choice shall be reimbursed up to a total of \$50.00, if not fully covered by the District's health insurance plan.
- B. Where indicated by appropriate and current OSHA standards, the Employer shall provide such special clothing, equipment, and devices as indicated by such standards that are necessary for the employee to perform his/her duties in a safe manner. All such items shall be provided without charge to the employee; however, the employee will be held responsible for the proper use and care of all such clothing, equipment and devices provided by the Employer. The employee shall be responsible for the replacement of lost or damaged clothing and equipment and devices resulting from the negligent acts or omissions of that employee.
- C. The Employer shall endeavor to provide and maintain a safe place of employment.
- D. Emergency Transportation. In no case shall a member of the instructional staff be required to transport a student to or from school.

ARTICLE 15
GRIEVANCE PROCEDURE

- A. Definitions.
 - 1. A "grievance" shall mean a complaint that alleges a violation, misinterpretation or misapplication of any provisions of this Agreement.
 - 2. An "aggrieved person" is the person or persons, or the Association, making the complaint.
- B. Purpose and Procedures.
 - 1. Purpose of the grievance procedure is to secure, at the lowest possible level, solutions of complaints related to the Agreement. Both parties agree that the proceedings shall be kept confidential.

ARTICLE 15
GRIEVANCE PROCEDURE, CONTINUED

2. Any aggrieved person may be represented at all stages by himself or herself, and may, at his/her option, by a representative selected or approved by the Association. When an employee is not represented by the Association, the Association shall have the right to be present at the second, third and fourth levels.
3. No reprisals of any kind shall be taken by the Employer against any employee, any representative, any member of the Association, or any participant in the grievance procedure by reason of such participation.
4. If the aggrieved person fails to act on any grievance within the prescribed time limits, he/she bars himself/herself from further appeal. Likewise, an Employer's failure to give a written decision within the prescribed time limits shall permit the grievant to proceed to the next level. The time limits may be extended by mutual agreement.
5. Any investigation or processing of any grievance by the aggrieved person shall be conducted so as to result in no interference with or interruption of the instructional program and related work activities of the grieving employee or any employee.
6. In case of an Association grievance or group grievance involving more than one building, the grievance may be filed by the Association at Level Three.

C. 1. Level One - Principal (Informal)

An aggrieved person shall first discuss it with his/her principal. At his/her option, a representative of the Association may be present. The objective of the meeting is to resolve the matter informally. The principal shall provide a written response to the aggrieved person within five (5) days following the conference.

2. Level Two - Principal (Formal)

If, following the informal discussion with the principal at Level One, a grievance still exists, the aggrieved person may invoke the formal grievance procedure. The filing of the formal written grievance must be within fifteen (15) school days from the knowledge of the event giving rise to the grievance.

The grievance form, designed by the Association and the Employer, shall be the exclusive manner of proceeding and shall be available from Association representatives and from the school administration. It shall be signed by the aggrieved person and a representative of the Association and delivered to the principal.

The principal shall indicate his/her disposition of the grievance in writing, giving reasons therefor, within five (5) school days of the presentation of the formal grievance and shall provide copies for the aggrieved person, the Association and the Superintendent.

ARTICLE 15
GRIEVANCE PROCEDURE, CONTINUED

3. Level Three - Superintendent

In the event a grievance has not been satisfactorily resolved at the second step, the aggrieved person shall file the grievance with the Superintendent within five (5) school days of the principal's Level Two decision. If no disposition has been made by the principal within the five (5) school day period, the grievance shall be automatically transmitted to Level Three.

The Superintendent or his/her designee shall meet with the aggrieved person and the Association within ten (10) school days of receipt of the grievance. Within ten (10) school days of the aforesaid meeting, the Superintendent or his/her designee shall indicate his/her disposition of the grievance in writing, giving reasons therefor and shall furnish a copy thereof to the Association.

4. Level Four - Arbitration

In the event a grievance has not been satisfactorily resolved at the third step, or no disposition has been made within ten (10) school days of the meeting cited in Level Three, the aggrieved person and the Association shall, within five (5) school days, meet to decide whether to submit the grievance to arbitration. If the Association determines that the grievance should be submitted to arbitration, it shall notify the Superintendent in writing no more than fifteen (15) days after receipt of the Superintendent's Level Three decision and/or lack of decision under Level Three.

Within ten (10) school days after written notice to the Superintendent of submission to arbitration, the Superintendent and the Association shall attempt to agree upon a mutually acceptable arbitrator and shall obtain a commitment from said arbitrator to serve. If the parties are unable to agree upon an arbitrator or to obtain such a commitment, a written request for a list of arbitrators shall be made to the American Arbitration Association by the Association. The list shall consist of five (5) arbitrators and the parties shall determine by lot which party shall have the right to remove the first name from the list. The parties shall alternately strike names from the list until one shall remain. The person whose name remains shall be the arbitrator. The process of striking shall take no more than two (2) school days.

The arbitrator so selected shall confer with the representatives of the Employer and the Association and hold hearings promptly, and shall issue his/her decision not later than fifteen (15) school days from the date of the close of the hearings; or, if oral hearings have been waived, then from the date the final statements and proofs on the issues are submitted to him/her. The arbitrator's decision shall be in writing and set forth his/her findings of fact, reasoning and conclusions on the issues submitted. The arbitrator shall have no power to alter, change, detract from or add to the provisions of this Agreement, but shall have power only to apply and interpret the provisions of the Agreement to the settlement of issues and grievances arising hereunder.

ARTICLE 15
GRIEVANCE PROCEDURE, CONTINUED

The decision of the arbitrator shall be submitted to the Employer and the Association and shall be final and binding upon the parties.

D. Year-End Grievance Procedure

In the event a grievance is filed at such time that it cannot be processed through all steps in this grievance procedure by the end of the school year, the aggrieved person shall choose one of the following options and give written notice of the same to the Superintendent and the Association:

1. The grievance procedure as outlined in this Article will stop on the last day of the school year and be renewed on the first day of the next school year.
2. Thirty-Day Form
 - a. Level Two (Principal)
 - (1) Principal response - three (3) workdays
 - b. Level Three (Superintendent)
 - (1) Teacher response to principal disposition -- three (3) workdays
 - (2) Superintendent meeting and response -- four (4) workdays
 - c. Level Four (Arbitration)
 - (1) Teacher receives disposition from Level Three and acts -- three (3) workdays
 - (2) Superintendent, teacher and Association meet to select arbitrator or to request a list of arbitrators -- five (5) workdays
 - (3) Striking (if required) -- two (2) workdays
 - d. Arbitrator Decision

Ten (10) workdays
3. That at no time will the provisions of the alternate 2, above, extend beyond the close of business on the 14th day of August, of the given year, said process to be renewed on the first day of the next school year.
4. Every effort will be made by both parties to honor the abbreviated time limits in alternate 2, provided, however, that said limits may be extended by mutual agreement.

ARTICLE 15
GRIEVANCE PROCEDURE, CONTINUED

- E. The costs for the service of the arbitrator, including per diem expenses, if any, and actual and necessary travel, subsistence expenses and the cost of the hearing room shall be borne equally by the Employer and the Association. Any other expenses incurred shall be paid by the party incurring same.
- F. Released time will not be permitted during employee working hours unless an arbitrator cannot be secured for after-hours grievance meetings. Adequate time will be given administration to secure substitute teachers to replace those taking part in grievance procedures. If released time becomes necessary, employees or Association representatives taking part in arbitration hearings will suffer no loss of compensation.
- G. All documents, communications and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.

ARTICLE 16
AMERICANS WITH DISABILITIES ACT

The parties agree that exceptions to this Agreement may be required to comply with the Americans with Disabilities Act.

NORTH POLK COMMUNITY SCHOOL DISTRICT

2006/2007 SALARY SCHEDULE

Compress FTE's to BA Step 4 Minimum

STEP	INDEX	BA/BS	INDEX	BA/BS+15	INDEX	BA/BS+30	INDEX	MA/MS	INDEX	MA/MS+15	INDEX	MA/MS+30	INDEX	MA/MS+45	INDEX	MA/MS+60
Base	1.0000	\$ 22,955	1.0500	\$ 24,103	1.0900	\$ 25,021	1.1000	\$ 25,251	1.1500	\$ 26,398	1.2000	\$ 27,546	1.2500	\$ 28,694	1.3000	\$ 29,842
1	1.0400	\$ 23,873	1.0900	\$ 25,021	1.1300	\$ 25,939	1.1500	\$ 26,398	1.2000	\$ 27,546	1.2500	\$ 28,694	1.3000	\$ 29,842	1.3500	\$ 30,989
2	1.0800	\$ 24,791	1.1300	\$ 25,939	1.1700	\$ 26,857	1.2000	\$ 27,546	1.2500	\$ 28,694	1.3000	\$ 29,842	1.3500	\$ 30,989	1.4000	\$ 32,137
3	1.1200	\$ 25,710	1.1700	\$ 26,857	1.2100	\$ 27,776	1.2500	\$ 28,694	1.3000	\$ 29,842	1.3500	\$ 30,989	1.4000	\$ 32,137	1.4500	\$ 33,285
4	1.1650	\$ 26,743	1.2150	\$ 27,890	1.2550	\$ 28,809	1.3000	\$ 29,842	1.3500	\$ 30,989	1.4000	\$ 32,137	1.4500	\$ 33,285	1.5000	\$ 34,433
5	1.2100	\$ 27,776	1.2600	\$ 28,923	1.3000	\$ 29,842	1.3500	\$ 30,989	1.4000	\$ 32,137	1.4500	\$ 33,285	1.5000	\$ 34,433	1.5500	\$ 35,580
6	1.2550	\$ 28,809	1.3050	\$ 29,956	1.3450	\$ 30,874	1.4000	\$ 32,137	1.4500	\$ 33,285	1.5000	\$ 34,433	1.5500	\$ 35,580	1.6000	\$ 36,728
7	1.3000	\$ 29,842	1.3500	\$ 30,989	1.3900	\$ 31,907	1.4500	\$ 33,285	1.5000	\$ 34,433	1.5500	\$ 35,580	1.6000	\$ 36,728	1.6500	\$ 37,876
8	1.3400	\$ 30,760	1.3900	\$ 31,907	1.4300	\$ 32,826	1.5000	\$ 34,433	1.5500	\$ 35,580	1.6000	\$ 36,728	1.6500	\$ 37,876	1.7000	\$ 39,024
9	1.3800	\$ 31,678	1.4300	\$ 32,826	1.4700	\$ 33,744	1.5500	\$ 35,580	1.6000	\$ 36,728	1.6500	\$ 37,876	1.7000	\$ 39,024	1.7500	\$ 40,171
10	1.4200	\$ 32,596	1.4700	\$ 33,744	1.5100	\$ 34,662	1.6000	\$ 36,728	1.6500	\$ 37,876	1.7000	\$ 39,024	1.7500	\$ 40,171	1.8000	\$ 41,319
11	1.4600	\$ 33,514	1.5100	\$ 34,662	1.5500	\$ 35,580	1.6500	\$ 37,876	1.7000	\$ 39,024	1.7500	\$ 40,171	1.8000	\$ 41,319	1.8500	\$ 42,467
12	1.5000	\$ 34,433	1.5500	\$ 35,580	1.5900	\$ 36,498	1.7000	\$ 39,024	1.7500	\$ 40,171	1.8000	\$ 41,319	1.8500	\$ 42,467	1.9000	\$ 43,615
13	1.5400	\$ 35,351	1.5900	\$ 36,498	1.6300	\$ 37,417	1.7500	\$ 40,171	1.8000	\$ 41,319	1.8500	\$ 42,467	1.9000	\$ 43,615	1.9500	\$ 44,762
14			1.6300	\$ 37,417	1.6700	\$ 38,335	1.8000	\$ 41,319	1.8500	\$ 42,467	1.9000	\$ 43,615	1.9500	\$ 44,762	2.0000	\$ 45,910
15				363		\$ 372	1.8500	\$ 42,467	1.9000	\$ 43,615	1.9500	\$ 44,762	2.0000	\$ 45,910	2.0500	\$ 47,058
16				1.00%		1.00%	1.9000	\$ 43,615	1.9500	\$ 44,762	2.0000	\$ 45,910	2.0500	\$ 47,058	2.1000	\$ 48,206
17								\$ 635		\$ 651		\$ 668		\$ 685	2.1500	\$ 49,353
18								1.50%		1.50%		1.50%		1.50%	2.2000	\$ 50,501
																\$ 735
																1.50%

NORTH POLK COMMUNITY SCHOOL DISTRICT

2006/2007 SUPPLEMENTAL PAY SCHEDULE

Percents based on Employee's step on B.A./B.S. lane (nine (9) month).

12.00%	COMPUTER COORDINATOR	3.00%	FOOTBALL/COMPETITION CHEERLEADING SPONSOR
		3.00%	BASKETBALL CHEERLEADING SPONSOR
11.00%	HEAD VOLLEYBALL	3.00%	WRESTLING CHEERLEADING SPONSOR
11.00%	HEAD FOOTBALL	3.00%	CLASS SPONSOR - GRADE 12
11.00%	HEAD GIRLS BASKETBALL	3.00%	STUDENT COUNCIL SPONSOR
11.00%	HEAD BOYS BASKETBALL		
11.00%	HEAD WRESTLING	2.50%	DRILL TEAM SPONSOR
11.00%	INSTRUMENTAL MUSIC DIRECTOR	2.50%	FLAGS SPONSOR
11.00%	VOCAL MUSIC		
11.00%	HEAD BASEBALL	2.00%	NEWSPAPER
11.00%	HEAD SOFTBALL	2.00%	ELEMENTARY VOCAL MUSIC
11.00%	AT-RISK COORDINATOR	2.00%	ELEMENTARY INSTRUMENTAL MUSIC
		2.00%	CLASS SPONSOR - GRADE 11
10.00%	HEAD SOCCER	2.00%	MOCK TRIAL SPONSOR
8.00%	FFA ADVISOR	1.00%	TLC
8.00%	ASSISTANT GIRLS BASKETBALL	1.00%	NATIONAL HONOR SOCIETY
8.00%	ASSISTANT BOYS BASKETBALL	1.00%	NATIONAL ART HONOR SOCIETY
8.00%	ASSISTANT WRESTLING	1.00%	CLASS SPONSOR - GRADE 7
		1.00%	CLASS SPONSOR - GRADE 8
7.00%	ASSISTANT FOOTBALL	1.00%	CLASS SPONSOR - GRADE 9
7.00%	HEAD GIRLS TRACK	1.00%	CLASS SPONSOR - GRADE 10
7.00%	HEAD BOYS TRACK		
7.00%	HEAD GIRLS TENNIS		
7.00%	HEAD BOYS TENNIS		
7.00%	ASSISTANT BASEBALL (SUMMER)		
7.00%	ASSISTANT SOFTBALL (SUMMER)		
		SUMMER BAND	EXTENDED CONTRACT FOR TIME INVOLVED
		DRIVER EDUCATION	\$20.00 PER HOUR
3.00%	DRAMA DIRECTOR		
3.00%	MUSICAL DIRECTOR		
6.00%	ASSISTANT VOLLEYBALL	GIRLS BASKETBALL CHAPERONE	\$7.75 PER GAME
6.00%	SENIOR TRIP COORDINATOR		
6.00%	JUNIOR HIGH BASEBALL (SUMMER)		
6.00%	JUNIOR HIGH SOFTBALL (SUMMER)		
		<u>FACULTY TICKET TAKERS, SELLERS AND BUILDING SUPERVISORS</u>	
		FOOTBALL	\$5.15 PER HOUR
		BASKETBALL	\$5.15 PER HOUR
		WRESTLING	\$5.15 PER HOUR
		<u>CONCESSIONS</u>	
5.00%	CROSS COUNTRY (COED)	VARSITY FOOTBALL	\$10.00
5.00%	SPEECH DIRECTOR	VARSITY BASKETBALL	\$10.00
5.00%	JUNIOR HIGH FOOTBALL	WRESTLING	\$7.75
5.00%	ASSISTANT SOCCER	JV BASKETBALL	\$5.15
5.00%	JUNIOR HIGH WRESTLING	JUNIOR HIGH ACTIVITIES	\$5.15
5.00%	JUNIOR HIGH GIRLS BASKETBALL	JV FOOTBALL	\$5.15
5.00%	JUNIOR HIGH BOYS BASKETBALL		
		PEP BUS SUPERVISOR	\$12.00
4.00%	JUNIOR HIGH VOLLEYBALL		
4.00%	JUNIOR HIGH TRACK		
4.00%	ASSISTANT GIRLS TRACK		
4.00%	ASSISTANT BOYS TRACK		
4.00%	JUNIOR HIGH CHEERLEADING SPONSOR	OTHER ASSIGNED DUTY	\$8.00
4.00%	YEARBOOK SPONSOR		
4.00%	JUNIOR HIGH INSTRUMENTAL DIRECTOR		
4.00%	JUNIOR HIGH VOCAL MUSIC DIRECTOR		

APPENDIX C

TO BE COMPLETED BY PHYSICIAN AND MAILED DIRECTLY TO:

NORTH POLK COMMUNITY SCHOOL DISTRICT
ADMINISTRATION OFFICE
313 NE 141st AVENUE
ALLEMAN, IOWA 50007

NORTH POLK COMMUNITY SCHOOL DISTRICT
313 NE 141st AVENUE
ALLEMAN, IOWA 50007

Employee's Medical Examination

Individual's Name _____

Address _____

Date of Examination _____

I have examined the above named individual and find him/her physically and emotionally capable of performing the duties of the position occupied or applied for.

Satisfactory tuberculosis test:

Tuberculin test _____ Chest x-ray _____

Date performed _____

Signed: _____ M.D.

Address

APPENDIX D
GRIEVANCE REPORT

Date Filed (must be
within 15 school
days of alleged
violation)

_____ School District

Distribution of Form

_____ Building

1. Association
2. Employee
3. Appropriate Supervisor
4. Superintendent

_____ Name of Aggrieved Person

LEVEL II

A. Date Violation Occurred _____

B. Section(s) of Contract _____

C. Statement of Grievance _____

D. Relief Sought _____

_____ Date

_____ Signature

E. Disposition by Principal or Immediate Supervisor (must be within five (5) school days of presentation of formal grievance)

_____ Date

_____ Signature of Principal or
Immediate Supervisor

GRIEVANCE REPORT, CONTINUED

LEVEL III

- A. Signature of Aggrieved Person Date Received by Superintendent
(must be within five (5) school days
of Principal's disposition)
- B. Disposition by Superintendent or Designee (must be within twenty (20) school
days of receipt of grievance at Level III)

Date

Signature of Superintendent or
Designee

LEVEL IV

- A. Signature of Aggrieved Person Signature of Association President
- B. Date Submitted to Arbitration Date Received by Arbitrator
(must be within fifteen (15) school
days of Superintendent's disposition
at Level III)
- C. Disposition and Award of Arbitrator

Date of Decision

Signature of Arbitrator

NORTH POLK COMMUNITY SCHOOL DISTRICT

2006/2007 Calendar

SUMMARY OF CALENDAR

Days in Classroom

First Semester

Second Semester

85

95

<< >> New Staff Inservice

< > Professional Development
No School

☐ Vacation Day

☐ Holiday (No School)

☐ Comp/Work Day

> Half Day Early Dismissal

12:20 p.m. - Elementary

12:30 p.m. - Jr/Sr High

) One Hour Early Dismissal

2:20 p.m. - Elementary

2:30 p.m. - Jr/Sr High

* Parent/Teacher Conferences

Early Dismissal

12:20 p.m. - Elementary

12:30 p.m. - Jr/Sr High

] End Semester

Snow days will be made
up at the end of the school
year.

M	T	W	TH	F	Classroom Days
AUGUST					
	1	2	3	4	
7	8	9	10	11	
<<14>>	<15>	<16>	<17>	18	0
21	22	23	24	25	5
28	29	30	31		9
SEPTEMBER					
				1	10
4	5	6	7	8	14
11	12	13	14	15	19
18	19	20	21	22	24
25	26	27	28	29	29
OCTOBER					
2	3	4	5	6	34
9	10	11	12	13	39
16*	17*	18	19*	20	43
23	24	25	26	27	48
30	31				50
NOVEMBER					
		1	2	3	53
6	7	8	9	10	58
13	14	15	16	17	63
20	21	22	23	24	66
27	28	29	30		70
DECEMBER					
				1	71
4	5	6	7	8	76
11	12	13	14	15	81
18	19	20	21	22	85
25	26	27	28	29	
JANUARY					
1	2	3	4	5	88
8	9	10	11	12	93
<15>	16	17	18	19	97
22	23	24	25	26	102
29	30	31			105
FEBRUARY					
			1	2	107
5	6	7	8	9	112
12	13	14	15	16	117
19	20*	21	22*	23	121
26	27	28			124
MARCH					
			1	2	126
5	6	7	8	9	131
12	13	14	15	16	136
19	20	21	22	23	
26	27	28	29	30	141
APRIL					
2	3	4	5	6	146
9	10	11	12	13	151
16	17	18	19	20	156
23	24	25	26	<27>	160
30					161
MAY					
	1	2	3	4	165
7	8	9	10	11	170
14	15	16	17	18	175
21	22	23	24	25	180
28	<29>	<30>	31		
JUNE					
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28	29	

Date	Events
	Flexible Teacher Work Day (1/2 Day Increments Aug 1 - Sept 1)
Aug 14	New Teacher Inservice Day
Aug 15-17	Teacher Professional Development
Aug 21	Classes Start - Begin First Semester
Aug 21-22	K-2 Conferences
Sept 4	Labor Day Holiday (No School)
Sept 6	Half Day Early Dismissal/Professional Development
Sept 12	Annual School Election
Sept 20	Half Day Early Dismissal/Professional Development
Oct 4	Half Day Early Dismissal/Professional Development
Oct 16&17	Parent/Teacher Conferences 2-8 p.m.
Oct 16	Secondary Conferences/Elementary Work Time
Oct 17	Elementary Conferences/Secondary Work Time
Oct 16,17&19	Half Day Early Dismissal
Oct 19	Parent/Teacher Conferences 2-8 p.m.
Oct 20	No School Comp Day (Counts as Work Day)
Nov 8	Half Day Early Dismissal/Professional Development
Nov 22	1 Hour Early Dismissal 2:20 Elementary/ 2:30 Jr/Sr High
Nov 23	Thanksgiving Holiday (No School)
Nov 24	Vacation (No School)
Dec 21	End First Semester (85 Days)
Dec 21	1 Hour Early Dismissal
Dec 21	2:20 Elementary/ 2:30 Jr/Sr High
Dec 22	Vacation (No School)
Dec 25	Christmas Day Holiday (No School)
Dec 26-29	Vacation (No School)
Jan 1	New Year's Day Holiday (No School)
Jan 2	Vacation Day (No School)
Jan 3	Begin 2nd Semester
Jan 15	Teacher Professional Development (No School)
Feb 7	Half Day Early Dismissal/Professional Development
Feb 20	Half Day Early Dismissal
Feb 20	Parent/Teacher Conferences 2-8 p.m.
Feb 22	Half Day Early Dismissal
Feb 22	Parent/Teacher Conferences 2-8 p.m.
Feb 23	No School Comp Day (Counts as Work Day)
Mar 19-23	Spring Break (No School)
Apr 11	Half Day Early Dismissal
Apr 11	Half Day Professional Development
Apr 27	Teacher Professional Development (No School)
May 20	Graduation
May 25	End Second Semester (95 Days)
May 25	1 Hour Early Dismissal
May 25	2:20 Elementary/ 2:30 Jr/Sr High
May 28	Memorial Day
May 29	Teacher Professional Development
May 30	Teacher Professional Development (Pending Funding)